Feedback and Response to External Examiner Reports:

Guidelines on the Use of the Action Report Form (EE3)

1. Prompt feedback must be given to External Examiners about actions proposed and taken in response to their reports, in accordance with the process detailed below.

2. The External Examiner's report must be considered so that a response can be given, within two months of receipt of the report and in time for the annual evaluation report. The issues raised by the External Examiner must be identified and an action plan proposed to deal with them. These must be entered in column 1 'Issues Identified' of the Action Plan Form EE3.

   (It is acknowledged that, in view of the requirement to complete column 1 of the EE3 form within two months of receipt of the External Examiner's report and of the normal timings of the submission of those reports and of Course Committee meetings, the EE3 form may be completed by the Course Leader and subsequently reported to the Course Committee.)

3. Examples of good practice identified by the External Examiner should also be recorded on the Action Plan Form EE3 with specific proposals for their dissemination within the University.

4. Once column 1 'Issues identified' has been completed, the Action Plan Form EE3 should be sent to the External Examiner for comment and approval. A copy of the completed EE3 form, signed by the External Examiner, should be attached to the External Examiner's report, which itself must be attached to the relevant annual evaluation report. Section 13 'External Examiner Feedback/CAB Issues' of the annual evaluation report should include the issues and actions identified in the Action Plan Form EE3.

5. The External Examiner's report and the Action Plan Form EE3 should be considered at the first available Course Committee meeting subsequent to receipt of the External Examiner's report.

6. Column 4 'Outcome of actions taken' of the Action Plan Form EE3 should be completed and the external examiner is required to confirm at the next scheduled Course Assessment Board that the action plan has been satisfactorily completed. The statement of action outcomes in the approved EE3 form should inform the completion of Section 8 'Actions outstanding from last year' of the subsequent year's annual evaluation report.

7. When completed and fully signed off, the form(s) should be retained by the Course Leader so that their contents may be included in the following year's annual evaluation report. There is no requirement to send copies of the forms to Registry.

8. Subject Reviews and Revalidations will pay particular attention to the outcome of these processes in making judgements about the manner in which the subject area is monitoring academic standards.